

**PARKS, RECREATION & STREET LIGHTING
COMMITTEE MEETING AGENDA**

May 14, 2024 – 4:30 P.M.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

PARKS, RECREATION & STREET LIGHTING COMMITTEE – 4:30 P.M.

Call to Order – Pledge of Allegiance

Roll Call

1) **Approval of Agenda**

2) **Public Comment** – Under this item, any member of the public wishing to directly address the Board on any item of interest that may or may not be within the subject matter jurisdiction of the Board, but not listed on the agenda, may do so at this time. However, the Board is prohibited by law from taking any action on any item not appearing on the agenda unless the action is otherwise authorized by the Brown Act. Any member of the public wishing to directly address the Board on any item listed on the agenda may do so when the item is being considered by the Board. Speakers are requested to be brief in their remarks. The Chair may limit each speaker to a comment period of five (5) minutes.

3) **Approval of Minutes**

4) **Update on Phelan Farmers Market**

5) **Review & Discussion Regarding Parks and Recreation Events**

6) **Update Regarding Phelan Community Park**

- Expansion Project
- Improvement Project

7) **Update on Teaching Garden**

8) **Former Pinon Hills Fire Station Proposed Improvements**

9) **Staff Report**

10) **Committee Comments**

11) **Review of Action Items**

- Prior Meeting
- Current Meeting

12) **Set Agenda for Next Meeting** – August 13, 2024

13) **Adjournment**



Mission Statement:

The Mission of the Phelan Piñon Hills Community Services District is to efficiently provide authorized services and maximize resources for the benefit of the community.

Authorized Services:

- Water
- Parks & Recreation
- Street Lighting
- Solid Waste & Recycling

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above-agendized public meeting should be directed to the District's General Manager at (760) 868-1212 at least 24 hours prior to said meeting.

Agenda materials can be viewed online at www.pphcsd.org

Remote Viewing:

To watch the livestream (view only – nonparticipating), visit our YouTube channel:

[PPHCSD YouTube Channel Link](#)

Remote Participation:

To provide public comment, or otherwise participate remotely, select the meeting you wish to attend on the District's website and then click the "Join Remote Meeting" option.

<https://www.pphcsd.org/meetings>

Please be advised that remote participation and livestreaming options are provided as a courtesy to the public and technical issues could occur, resulting in delays or the inability to participate remotely or livestream. It is recommended that you attend in person to ensure you are able to participate.

Written Comments:

You may also email your public comment to the Board Secretary at ksevy@pphcsd.org by the meeting start time listed on this agenda. Your comment will be added to the record by the Board Secretary.

Please check the District website for updates on this meeting. We encourage you to sign up for our email notifications by emailing ksevy@pphcsd.org or by visiting our website and completing the signup form at www.pphcsd.org under the "Agendas and Minutes" tab.



**SPECIAL PARKS, RECREATION & STREET LIGHTING
COMMITTEE MEETING MINUTES**

January 23, 2024
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Rebecca Kujawa, Chair
Greg Snyder

Board Members Absent: None

Staff Present: Don Bartz, General Manager
Steve Lowrance, Parks Supervisor
Kim Sevy, HR & Solid Waste Manager/District Clerk
Jennifer Oakes, Executive Management Analyst

Call to Order

President Kujawa called the meeting to order at 4:30 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
Director Snyder moved to approve the Agenda. President Kujawa seconded the motion. Motion passed unanimously.
- 2) **Public Comment** – Public comment was given by Dave Roberts; a written statement is attached to the minutes.
- 3) **Approval of Minutes**
Director Kujawa moved to approve the Minutes. Director Snyder seconded the motion. Motion passed unanimously.
- 4) **Review of 10-Year Capital Plan for the 2024/2025 Budget**
The committee reviewed the Capital Plan. Modifications discussed will be brought to the budget workshop.
- 5) **Review & Discussion Regarding Parks and Recreation Events & Programs**
Mr. Lowrance reviewed the parks and recreation events and programs scheduled for 2024.
- 6) **Update Regarding Phelan Park Expansion**
Ms. Sevy provided an update on the APRA portion of the park expansion and reviewed the ADA map and schedule provided in the agenda packet.

- 7) **Update on Phelan Farmers Market**
Mr. Lowrance provided an update on the farmer's market.
- 8) **Update on Teaching Garden**
Mr. Lowrance provided an update on the teaching garden.
- 9) **Staff Report**
A written report was included in the packet.
- 10) **Committee Comments**
None
- 11) **Review of Action Items**
 - a) **Prior Meeting** – None
 - b) **Current Meeting** – Update CIP for Board workshop
- 12) **Set Agenda for Next Meeting** – February 13, 2023
 - Remove Item 4
- 13) **Adjournment**
With no further business before the Committee, the meeting was adjourned at 4:54 p.m.

Agenda materials can be viewed online at www.pphcsd.org



CSD Meeting Public Comment , January 23, 2024

Subject: **Traffic Safety at Sierra View Mobile Home Park**
From: David Roberts

The address of this situation is 10200 Johnson Road, Phelan, CA

The situation is that there is a street light located near the entry to the mobile home park. This light appears to be of a very low illumination and is located a questionable distance from the actual entry road.

The apparent justification for the light is to illuminate this entry.

The light is mounted on a Southern California Edison pole designated as #1966410E.

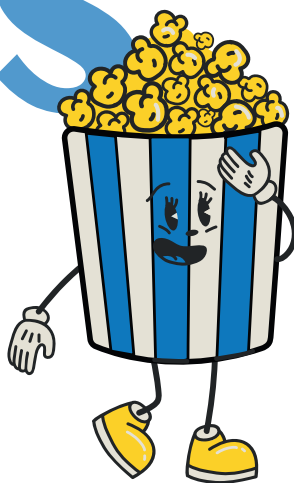
This is a request for the CSD is review the safety issue and initiate possible correction.

The mobile home park has 55 homes and therefore has a considerable traffic condition.

Received by: _____ Date: _____

SUMMER MOVIE NIGHTS

**FRIDAY NIGHTS
AT DUSK
PHELAN COMMUNITY PARK
4176 WARBLER ROAD, PHELAN
HOSTED BY THE
TRI-COMMUNITY KIWANIS**



ELEMENTAL

JUNE 7

**RUBY GILLMAN,
TEENAGE KRAKEN**

JUNE 14

WONKA

JUNE 21

**THE LITTLE
MERMAID (2023)**

JUNE 28

**WISH
JULY 12**

**THE SUPER MARIO
BROS. MOVIE
JULY 19**

**TROLLS BAND
TOGETHER
JULY 26**



**Go Play
at the Park**

Phelan Piñon Hills CSD Parks and Recreation

**LEARN MORE
WWW.PPHCSD.ORG**

SUMMER FUN

KIDS PAINTING CLASS WITH SHINE BRIGHT PAINT

Thursdays - June 13, 20, 27 & July 11, 18, 25

Ages 5-12: 9 AM

Ages 13 & Up: 11 AM

Phelan Community Center - RSVP Required

4176 Warbler Road, Phelan



KIDS ARCHERY LESSONS WITH THE MOJAVE ARCHERS

Thursdays - June 13, 20, 27 & July 11, 18, 25

9 AM - 11 AM

4093 Olivera Rd., Phelan

West Corner of Cayucos Dr. and Sheep Creek Rd



**Go Play
at the Park**

Phelan Piñon Hills CSD Parks and Recreation

**RSVP REQUIRED
WWW.PPHCSD.ORG/EVENTS
OR SCAN**





Kid's
SUMMER
Baking Class

Come Join Us and Make Summer Fruit Tarts

Ages 5-17

June 8, 2024

10 AM - 12 PM

Phelan Senior Center

4128 Warbler Road

Phelan, CA

RSVP Required: www.pphcsd.org/sign-up-for-classes

**All minors must be accompanied by an adult.*



Kid's
SUMMER
Baking Class

Come Join Us and Make Peach Cobbler

Ages 5-17

July 20, 2024

10 AM - 12 PM

Phelan Senior Center

4128 Warbler Road

Phelan, CA

RSVP Required: www.pphcsd.org/sign-up-for-classes

****All minors must be accompanied by an adult.***



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 P.O. Box 294049
 Phelan, CA 92329
 P. (760) 868-1212
 F. (760) 868-2323
 W. www.pphcsd.org

M E M O R A N D U M

DATE: May 14, 2024
TO: Board of Directors
FROM: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Former Piñon Hills Fire Station Proposed Improvements

STAFF RECOMMENDATION

To review the survey results and provide input on the proposed concept for the former Piñon Hills Fire Station improvements.

BACKGROUND

On March 23, 2024, the District held an open house at the former Piñon Hills Fire Station to determine what to do with the facility now that San Bernardino County no longer operates a fire station out of the facility, and has not done so for many years.

The survey results are as follows:

PURPOSE	RESPONSES	
Multi-Purpose Rentable Recreation Space	5	MPR RECREATION
Art Shows	2	
Arts & Crafts Classes	2	
Movies	1	
Classes for Kids	1	
Senior Fitness Center	1	
Pickle Ball	1	
Multi-Purpose Rentable Meeting Space	5	MPR MEETING
Church	1	OTHER PERMANENT USE
Art Museum (Permanent)	2	
Coffee Shop (Permanent)	2	
Library (Permanent)	2	
Fire Station (Permanent)	2	
Organic Store (Permanent)	1	
Shared Workspace for Art/Woodwork/Crafts (Permanent)	1	
Community Center for Kids (Permanent)	1	



There are essentially two components to the facility:

- 1) a large, open space that used to be a parking bay with a small kitchen
- 2) offices with restrooms that used to be living quarters

The majority of interest from the community was regarding the large open space. The results show that a multi-purpose space that can be utilized for recreational activities and meetings/events is preferred. Given the scope of upgrades, including addressing ADA issues, required for the office area, it is the recommendation of staff to focus on the large open space first as that facility could share restrooms with the existing community center and be put into service much sooner.

The facility is in need of repairs and improvements before it can be utilized by the public. \$100,000 has been budgeted for FY 2024/2025. Staff would like to begin the process of putting together a project budget to make the space usable which includes flooring, paint, HVAC, and electrical repairs/upgrades.

The proposed project idea will be presented to the full Board once the 2024/25 budget is approved.



Pictures from open house.

FISCAL IMPACT

TBD

ATTACHMENT(S)

Open House Flyer
Floor Plan Diagram

**Phelan Piñon Hills
Community Services District**

Open House

Please Join Us

**March 23, 2024 at 10:00 AM
at the Former Piñon Hills Fire Station**

This is your chance to be part of an exciting conversation about the potential uses for the former Piñon Hills fire station. Whether you envision it as a bustling community center, a vibrant arts space, a retail area, or something entirely different, your voice matters!

- Tour the building
- Engage in a community discussion about potential uses for the space



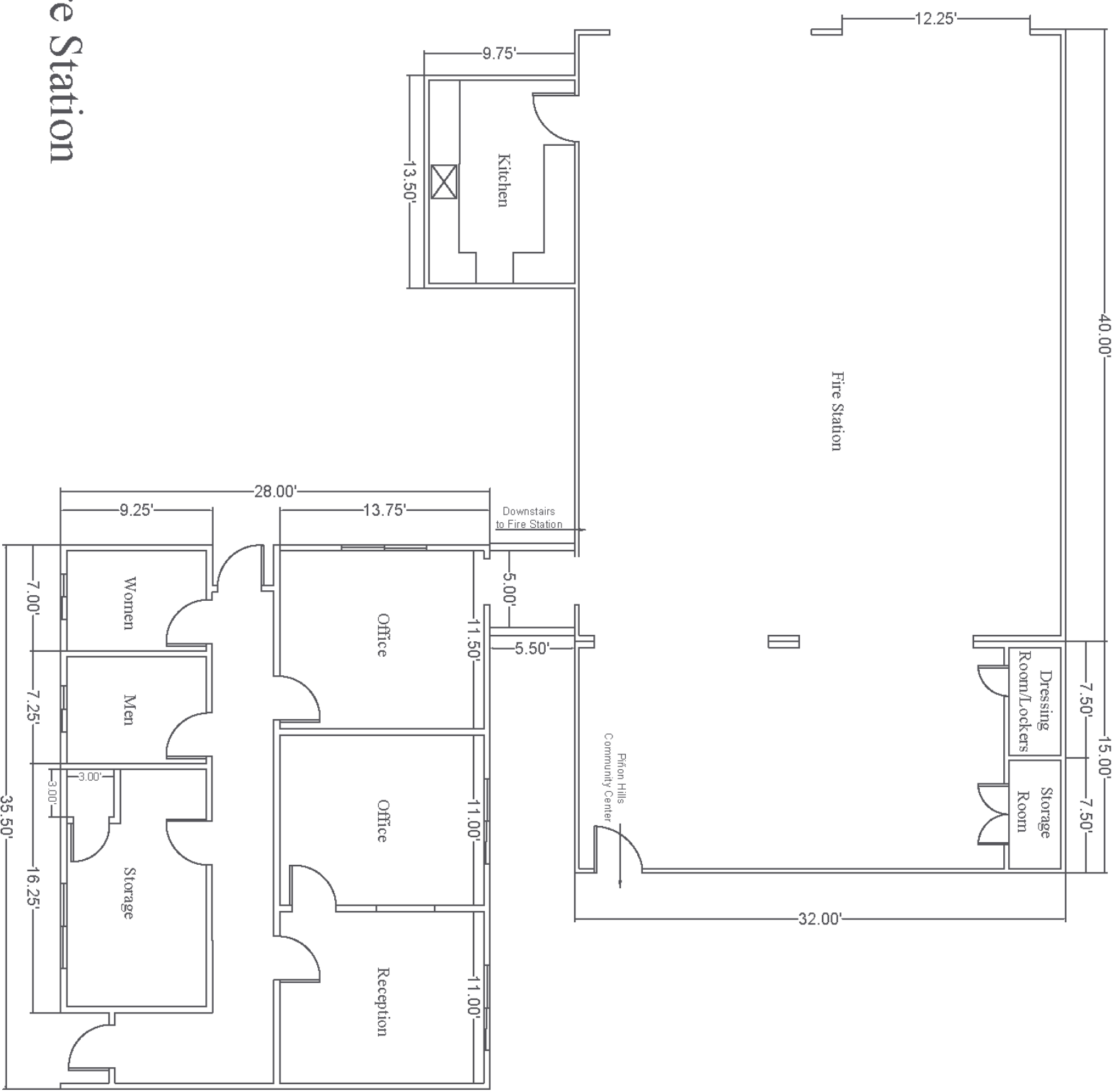
10433 Mountain Rd
Piñon Hills

www.pphcsd.org

See Building Layout
on Reverse Side

For more information or questions, call 760-868-1212.

Mountain Rd



Pinon Hills Fire Station

10433 Mountain Ave

Community Teaching Garden Classes

All Classes are
Held the Second Saturday of Each Month
Phelan Community Park
10 AM

January 13, 2024

Garden Design / Layout

July 13, 2024

Mulch/Watering Wisely

February 10, 2024

Starting Spring Seedlings

August 10, 2024

Feeding Plants

March 9, 2024

Building Raised Beds

September 14, 2024

Starting Winter Seedlings

April 13, 2024

Transplanting to
Garden Bed

October 12, 2024

Harvest / Storing
Vegetables and Fruits

May 11, 2024

Compost / Verma
Compost

November 9, 2024

Using a Greenhouse

June 8, 2024

Pest Control

December 14, 2024

Tree Planting and Pruning



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Parks, Recreation & Street Lighting Report April 2024

Introduction

The District Parks and Recreation Department operates and maintains community centers, senior centers, parks and streetlights. The District currently has two community centers, one located in Phelan and another in Pinon Hills. Adjacent to each of the centers are two parks that have playgrounds, basketball courts and shaded picnic tables. Parks and recreation are a vital component to any community. It not only adds beauty, but provides safe areas for activities of individuals, families, and groups. The parks are available for use from morning until dusk. The community centers are utilized for a wide range of activities and are available to the community for a small fee. The District currently offers several events and activities, and continues to work on various recreation ideas and continues to partner with local civic groups creating programs that are beneficial to the community at large.

The Parks and Recreation Department realizes the importance of long-range planning to preserve and protect our valuable assets and to allow for efficient use of resources for future growth. The efficient use of resources will allow the District to acquire, develop, operate, and maintain a park and recreation system which enriches the quality of life for residents and visitors alike, and preserves it for future generations. The District continues to develop a sustainable park system that will be supported by decisions that provide services at a sustainable rate, such as providing infrastructure that can be reasonably maintained while setting realistic targets on programs and services.

The District currently owns four vacant parcels for future parks and recreation facilities, a 55 acre parcel on Johnson Road, an 80 acre parcel on Sheep Creek Road, a 25 acre parcel on Chateau Road and a 4 acre parcel on Warbler Road that includes an adjacent 10 acre parcel off of Sahara Road.

The streetlights primarily service the business district of Phelan. There are also lights at strategic intersections to help in providing safety to the community. Expansion of the street lighting to other intersections is considered based upon a safety need, however the District does respect the San Bernardino County "Dark Sky" ordinance and encourages residents to do the same.

Monthly Activity Report

The following report details the number of community center rentals and activities for the month:

Location	Paid Rental	District Use	Donated Use
Phelan Community Center	5	4	3
Phelan Senior Center	5	0	15
Piñon Hills Community Center	9	0	6
Miscellaneous	0	0	0
Phelan Park	0	0	0



Events and Classes

The following is a brief summary of current parks and recreation events:

- Regular Parks Committee Meeting – May 14, 2024.
- Farmers Market – Mondays, 2:00 pm, 6:00 pm at Phelan C.C.
- Line Dancing – Every Friday, 9:00 am, 10:30 am at Phelan C.C.
- Senior Activities – Mondays & Thursdays Pinon Hills C.C. and Tuesdays & Fridays, Phelan C.C.
- Women’s Self- Defense Class – Saturday 4/6/2024, 3pm – 5pm, at Phelan C.C.
- Little League Opening Day, Parks Booth – Saturday 4/6/2024, 9am at Phelan Elementary School.
- Snowline Joint USD Community Resource Fair - Saturday 4/13/2024, 12pm – 3pm, at Serano H.S. Gym
- Kids Baking Class – Saturday 4/20/2024, 10:30am – 12noon, at Phelan C.C.
- Gardening Class – Transplanting to Garden Bed, Saturday 4/13/2024.
- Gardening Class – Compost/Verma Compost, Saturday 5/11/2024.
- (Learn to Garden classes are held at the Teaching Garden, just north of PPHCSD Office)

Projects/Activities in Process

- Parks Budget for 2024/2025 – Approval n Process.
- Parks and Recreation, District Classes/Events 2024 Schedule – In Process/On Going
- Phelan Park Expansion Project – Design with phase planning has been addressed with the board, awaiting funding opportunities for the District owned parks properties east of Phelan Park – 4.22-acre parcel, APN 3066-261-08, and adjoining 10-acre parcel, APN 3066-251-14.
- Possible funding sources for the Phelan Park expansion project are in process and ongoing.
 - American Rescue Program Act (ARPA) Funds - The county has preliminarily approved \$457,194 in ARPA funds for construction of certain parks elements. The contract was approved by the District’s Board on 3/8/2023 and was submitted to the County and is awaiting Board of Supervisors for ratification, expected 2024. Staff is working with Wallace Group on park elements which were presented to the Parks Committee on November 28, 2023. An ADA survey is in process to ensure all ADA requirements are met for the Phelan Park design which includes the new elements. A tentative project budget with timelines, have been prepared and design work is in progress.
- Parks Master Plan – Action plan needs are being implemented and are ongoing.

